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26 OCT 1973

MEMORANDUM FOR: Deputy Director for Management and Services

**SUBJECT : Office of Personnel Report -- Week Ending
26 October 1973**

25X1A 1. Co-op Programs: The trip by [REDACTED] our Coordinator for Cooperative Programs, to Mississippi State University and Grambling College (Black Colleges) last week was very successful. At the former school, requirements for a nuclear engineer for OSI and two forestry majors for NPIC were tentatively filled from the nine students who were interviewed. At Grambling, three students were selected for OJCS and one for OWI out of twelve who were interviewed. The grade point average ranged from 3.6 to 3.9.

2. The APP: We continued our review and analysis of APP's and followed up with representatives of O/DCI, O/DDO and O DDS&T on the status of their "Directorate" summaries.

3. Personal Skills Development Training: Yesterday, we conducted the October MP Skills Development Program. Topics for discussion were: (1) Handling Casualties and Emergency Cases and (2) Recent Organizational Changes -- Implications for Personnel Officers.

25X1A 5. EEO Films: [REDACTED] the Agency Federal Women's Program Coordinator, has invited employees of our Staff Personnel Division to preview a film on EEO called "Eye of the Storm". It will be shown at 1:30, 26 October, in Room 1-E-78. All of the EEO Counselors will, of course, attend.

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6. Position Management:

25X1A a. A discussion was held with representatives of OTR on a new position of Chief, Supply and Public Works [REDACTED] OTR is still in the process of realigning its staffing complement to meet current and future objectives.

b. In the Office of Security survey, auditing was completed in the Security Division and auditing started in the Research Branch of the Clearance Division.

25X1A **7. Career Days:** [REDACTED]

25X1A [REDACTED] recruiters, attended a Career Day at Mary Washington College in Fredericksburg; [REDACTED]
25X1A [REDACTED] recruiter, attended a Career Day at Northern Illinois University.

25X1A 8. Bulletin Board: Arrangements have been made with the Regulations Control Staff to get advance copies of Headquarters notices and bulletins of the type that would be appropriate to put on the classified bulletin board.

25X1A 9. Rehired Annuitants: During the week I approved the following retired annuitant case for the Directorate of Management and Services:

[REDACTED] -- Office of Training --
Independent Contractor -- one month extension.

Also, the following retired annuitant was terminated:

25X1A [REDACTED] -- Office of Security --
Independent contractor.

10. St. Louis Records Center: As a result of a follow-up to the Federal Records Center, Retirement Affairs Division has received responses in two of the 15 cases which we have pending there (verification of Military service for retirement purposes made more difficult since the big fire). This is certainly better than no response and we are hopeful that this means that we will get some action on the remaining 13 cases.

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25X1A 11. External Trainings During this reporting period Chief,
Retirement Operations Branch [REDACTED] attended an
25X1A interesting course titled The Future (America of the future --
economics, social development, etc.). The course, of five days
duration, was conducted by the Graduate School of the Department
of Agriculture. [REDACTED] found the course stimulating.

Things to Come

1. A consolidated status report of CFC for all Directorates
will be presented 29 October.

2. The Honor and Merit Awards wall displays being
prepared for the Deputy Directors who requested them, will be
ready for installation during the week of 29 October.

3. Work will continue on the position management surveys
of OTS, OSR, NPIC, USIB, OS and OGC.

4. Follow-up with Directorate representatives on their
development of PDP briefings for DCI.

25X1A [REDACTED]
Acting Director of Personnel

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